

**\*Proposed agenda items received 24 hours before the  
scheduled meeting will be added to the agenda at the meeting.**

**TENTATIVE  
REGULAR MEETING  
BOARD AGENDA**

**May 12, 2025  
7:30 PM**

1. Call Meeting to Order
2. Public Comment
3. Reports and Information from Administration
  - 3.A. Superintendent's Report
  - 3.B. Principal Report
4. Action Items (Discuss, Consider, May take action on the following)
  - 4.A. Routine Business - Consent Agenda
    - 4.A.1. Excuse Absent Board Members (as necessary)
    - 4.A.2. Minutes
    - 4.A.3. Treasurers Report
    - 4.A.4. Claims
  - 4.B. Approve the classified staff benefit changes in the 2024-25 staff handbook.
  - 4.C. Approve the bid and contract for the concrete parking lot addition.
  - 4.D. Approve the dissolution of the cooperative sponsorship agreement for bowling and baseball.
  - 4.E. To enter into executive session.
5. Future Meeting Dates
6. Adjournment

# NEBRASKA OPEN MEETINGS ACT

**84-1407. Act, how cited.** Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

**84-1408. Declaration of intent; meetings open to public.** It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret.

Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

**84-1409. Terms, defined.** For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

**84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.**

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as:

(a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body;

(b) Discussion regarding deployment of security personnel or devices;

(c) Investigative proceedings regarding allegations of criminal misconduct;

(d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting;

(e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or

(f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length.

Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1) (a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

**84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.**

(1) Until January 1, 2025:

(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website.

(ii) In the case of the governing body of a city of the second class or village or such body's advisory committee or the governing body of a rural or suburban fire protection district, such notice shall be published by:

(A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or

(B) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (1) (b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the public body shall (A) post such notice on its website, if available, and (B) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(c) In addition to a method of notice required by subdivision (1)(b) (i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee.

(d) Each public body shall record the methods and dates of such notice in its minutes.

(e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2) Beginning January 1, 2025:

(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public.

(b)(i) Except as provided in subdivision (2)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committees, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(B)(I) Posting to the newspaper's website, if available, and (II) posting to a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper.

(ii) In the case of the governing body of a city of the second class or village, any advisory committee of such governing body, or the governing body of a rural or suburban fire protection district, such notice shall be given by:

(A)(I) Publication in a newspaper of general circulation within the public body's jurisdiction that is finalized for printing prior to the time and date of the meeting, (II) posting on such newspaper's website, if available, and (III) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers. Such notice shall be placed in the newspaper and on the websites by the newspaper;

(B)(I) Posting to the newspaper's website, if available, and (II) posting on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers if no edition of a newspaper of general circulation within the public body's jurisdiction is to be finalized for printing prior to the time and date of the meeting. Such notice shall be placed in the newspaper and on the websites by the newspaper; or

(C)(III) Posting written notice in three conspicuous public places in such city, village, or district. Such notice shall be posted by the public body in the same three places for each meeting.

(iii) In the case of a public body not described in subdivision (2) (b)(i) or (ii) of this section, such notice shall be given by a method designated by the public body.

(iv) In case of refusal, neglect, or inability of the newspaper to publish the notice, the public body shall (A) post such notice on its website, if available, (B) submit a post on a statewide website established and maintained as a repository for such notices by a majority of Nebraska newspapers, and (C) post such notice in a conspicuous public place in such public body's jurisdiction. The public body shall keep a written record of such posting. The record of such posting shall be evidence that such posting was done as required and shall be sufficient to fulfill the requirement of publication.

(3)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (3)(b) of this section are met:

(i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity;

(ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act;

(iii) The governing body of a public power district having a chartered territory of more than one county in this state;

(iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state;

(v) An educational service unit;

(vi) The Educational Service Unit Coordinating Council;

(vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act;

(viii) A community college board of governors;

(ix) The Nebraska Brand Committee;

(x) A local public health department;

(xi) A metropolitan utilities district;

(xii) A regional metropolitan transit authority; and

(xiii) A natural resources district.

(b) The requirements for holding a meeting by means of virtual conferencing are as follows:

(i) Reasonable advance publicized notice is given as provided in subsections (1) and (2) of this section, including providing access to a dial-in number or link to the virtual conference;

(ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used;

(iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and

(iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of (a) an organization created under the Interlocal Cooperation Act that sells electricity or natural gas, (b) an organization created under the Municipal Cooperative Financing Act, (C) a governing body of a risk management pool and any advisory committee of such governing body, or (D) any advisory committee of any state entity created in response to the Opioid Prevention and Treatment Act, such organization, governing body, or committee may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing.

(4) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(5) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(6) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (5) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(7) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(8)(a) Notwithstanding subsections (3) and (6) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsections (1) and (2) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body.

(b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (5) of this section shall be complied with in conducting such meetings.

(c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section

84-1413.

(9) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (3)(a) of this section may hold a meeting by virtual conferencing if:

(a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body;

(b) No action is taken by the public body at the virtual meeting; and

(c) The public body complies with subdivisions (3)(b)(i) and (ii) of this section.

**84-1412. Meetings of public body; rights of public; public body; powers and duties.**

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing. Except for closed sessions called pursuant to section 84-1410, a public body shall allow members of the public an opportunity to speak at each meeting.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if:

(a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction;

(b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience;

(c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance;

(d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state;

(e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and

(f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

**84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.**

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

**84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.**

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

Revised 07/2024

  
**Nebraska Council**  
of School Administrators  
455 South 11<sup>th</sup> Street, Suite A  
Lincoln, NE 68508  
(402) 476-8050  
ncsa.org

  
**PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.**  
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Lincoln, NE 68508  
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perrylawfirm.com

## PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:  
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. You are cautioned that slanderous comments are not protected just because they are made at a board meeting. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

## **2009 Public Participation at Board Meetings**

The board of education shall conduct its meetings in accordance with state law.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall permit public comment at meetings as required by law, subject to lawful limitations at the discretion of the board. Public comment is a limited forum, and such limitations include a prohibition against discussing particular staff members, students, or officers. Individuals also may be required to sign up for public comment in advance to allow the board to efficiently allocate time. The board may make and enforce other reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board may, at its discretion, enter into executive session in accordance with state law. The public will not be able to view or participate in the meeting while the board is in executive session, and will be required to leave the meeting during the pendency of executive session. The board may enter into executive session in accordance with state law for the following reasons:

- (1) Discussing personnel issues, including but not limited to hiring or discipline;
- (2) Discussing student discipline or placement;
- (3) Consulting with legal counsel or reviewing communications from legal counsel;
- (4) Preparing for negotiations with collective bargaining associations;
- (5) Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business; or
- (6) Discussing school safety information as described in 1-27-1.5(8) and 1-27-1.5(17).

**Library Materials.** Any statements regarding specific library materials, regardless of whether the speaker wishes for the District to maintain a particular source or material or wishes for the district to exclude a specific source or material, will not be allowed during public comment. Such requests will be considered in accordance with District Policy 6032.

Statements regarding the District's policy itself will be considered subject to other lawful limitations on the statement.

Adopted on: December 13, 2021

Revised on: June 10, 2024

Reviewed on:

## 2024-25 Calendar Changes – Updated 5.9.25

### Semester 1:

October 16<sup>th</sup> – No Elementary, Incentive Day

October 24<sup>th</sup> – Noon Dismissal for state football playoffs (Teacher workday)

December 13<sup>th</sup> – No School, State One Acts (Teacher workday)

December 16<sup>th</sup> – 2 hour late start (ice)

December 20<sup>th</sup> – No Elementary, Incentive Day

Teacher Days – 92.00

Secondary Student Days – 83.38

Elementary Student Days – 81.38

Elementary Hours –  $81.38 \times 6.75 = 549.315$  hours

Secondary Hours –  $83.38 \times 6.97 = 581.1586$  hours

### Semester 2:

January 21<sup>st</sup> – 10:00 a.m. late start

February 11<sup>th</sup> – 10:00 a.m. late start

February 12<sup>th</sup> – No School, weather (2:00 Dismissal Day – PD)

February 17<sup>th</sup> – No School, weather

February 18<sup>th</sup> - 10:00 a.m. late start

February 19<sup>th</sup> - 10:00 a.m. late start

February 20<sup>th</sup> - 10:00 a.m. late start

March 5<sup>th</sup> – No School, weather

March 14<sup>th</sup> – No Elementary, Incentive Day

March 19<sup>th</sup> – No School, weather

March 20<sup>th</sup> – No School, county roads/power

May 2<sup>nd</sup> – No School, elementary students

Teacher Days – 53.25

Secondary Student Days – 74.88

Elementary Student Days – 72.38

Elementary Hours –  $72.38 \times 6.75 = 488.565$  hours

Secondary Hours –  $74.88 \times 6.97 = 518.4286$  hours

Total Teacher Days:  $92 + 80 = 172$

Total Elementary Hours:  $549.315 + 488.565 = 1037.88$  hours

Total Secondary Hours:  $581.1586 + 518.4286 = 1099.5872$  hours

*Teacher Contract 185 days*

*1032 hours required for elementary*

*1080 hours required for secondary*



## Lyons-Decatur Northeast Schools

400 S. 5<sup>th</sup> Street PO Box 526

Lyons, NE 68038-0526

Phone Number: 402-687-2363

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### Superintendent Board Report May 2025

1. I have attached a report on our current hours and days for the 2024-2025 school year. We have reached the minimum hours required for the state.
2. I have been working to fill the maintenance position for Paul Cash who is retiring at the end of August. I have offered the position to David Rief, and he has accepted. He plans to start on Monday, June 2<sup>nd</sup>.
3. FFA Recognition

*Bill Review: Corey is scheduled for June and Evan is scheduled for July.*

Suggested List of Motions

May 12, 2025

(Open Meetings Act rules posted on the north wall of the library)

1. \_\_\_\_\_ opened the meeting at \_\_\_\_\_ P.M.
2. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
To approve the Consent Agenda items:
  1. Excuse Absent Board Members (if necessary)
  2. Minutes
  3. Treasurers Report
  4. Bond Fund Claims
  5. General Fund Claims
  6. Lunch Fund Claims
  7. Special Building Fund ClaimsRoll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
3. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
Approve the classified staff benefit changes in the 2024-25 staff handbook.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
4. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
Approve the bid and contract for the parking lot addition.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
5. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
Approve the dissolution of the cooperative sponsorship agreement for bowling and baseball.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
6. It was moved by \_\_\_\_\_, seconded by \_\_\_\_\_  
To enter into executive session at \_\_\_\_\_ p.m.  
Roll Call: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_
7. \_\_\_\_\_ adjourned the meeting at \_\_\_\_\_ P.M.

**Board Of Education Report Form  
2024-25 Report**

**Sport/Organization:** FFA

**Coach/Sponsor:** Kevin Anderson

**Number Out:** 32 in school/35 Total

**Class Breakdown:** Freshman (6), Sophomores (12), Juniors (8), Seniors (8) Out of School (3)

**Awards and Citations:** See Attached

**How strengths were addressed:**

- a. Student Centered Leadership
  - Officers and members led all activities
  - Coordinated a diverse set of schedules with flexibility
- b. Supportive communities who support our students and school as well as the FFA program.
  - Utilized community members in student CDE training, LDE training, officer interviews/scoring, community members in SAE program development
  - Utilized field trips, speakers, and other experiential activities
  - Curricular Support
  - Thank you notes, certificates
- c. Chapter SAE (Supervised Agricultural Experiences) potential is very high. Our younger students are beginning to embrace the opportunities. Students develop and learn from growing, expanding, and challenging programs.

**How weaknesses were addressed:**

- a. *None glaring.*
- b. *Time conflicts*
  - *Met at a variety of times and locations*
  - *Tremendous parental support and involvement to allow students to “do it all”*
  - *Remain a flexible organization able to change*

**Areas for improvement:**

- a. Student Preparation/Knowledge
  - We continue to work toward “higher goals”. Our students have the potential to continue to grow and we continue to get students to realize how high they can set those goals.

## Highlights from National Convention

4 members took part in National FFA Convention

## Highlights from State Convention

\*\*Three Members attained the State FFA Degree, the highest degree that the state can bestow upon a member.

\*\*Two top 10 CDE Teams, Two top 10 CDE Individuals

\*\*Two State Proficiency Finalists

\*\*One State Finalist Agriscience Fair Project

*\*\*Individuals earning these and other highlights included:*

Miriell Brokaw—State FFA Honor Choir, State FFA Talent, 10<sup>th</sup> Place Farm Business Management CDE Team , State FFA Degree

Jake Christiansen— 10<sup>th</sup> Place Farm Business Management CDE Team , State FFA Degree

Masen Olsen—10<sup>th</sup> Place Farm Business Management CDE Team

Alexander Timm—Specialty Animal Proficiency (5<sup>th</sup> Gold), 10<sup>th</sup> Place Farm Business Management CDE Team, Purple Ribbon Individual in Farm Business Management CDE, Purple Ribbon Individual in Environmental and Natural Resources CDE, State FFA Degree

Bennett Andersen—10<sup>th</sup> Place Meats Evaluation and Identification CDE Team

Linden Anderson— State Finalist Swine Entrepreneurship Proficiency (2<sup>nd</sup>), State Finalist Agricultural Research-Integrated Systems Proficiency (3<sup>rd</sup>), Outdoor Recreation Proficiency (4<sup>th</sup> Gold), 10<sup>th</sup> Place Meats Evaluation and Identification CDE Team

Eric Hart—10<sup>th</sup> Place Meats Evaluation and Identification CDE Team

Cameron Maryott—10<sup>th</sup> Place Meats Evaluation and Identification CDE Team

Kassi Simonsen—State FFA Honor Choir

Kenley Brink—State Finalist Agriscience Fair Environmental/Natural Resources Systems Division 3 (4<sup>th</sup> Place)

Jaylynn Simonsen—State Finalist Agriscience Fair Environmental/Natural Resources Systems Division 3 (4<sup>th</sup> Place)

*Many other outstanding district/state performances please see the attached sheets.*

**District Land Evaluation**

**October 2, 2024**

<b>Individual</b>	<b>Placing</b>	<b>Ribbon</b>	<b>Team</b>	<b>Placing</b>
Eli Schlichting	3rd	Purple	Eli Schlichting	4th State Qualifier
Gavin Hardeman	12th	Purple	Gavin Hardeman	
Alexander Timm	22nd	Purple	Alexander Timm	
Kwyntin Kampa	47th	Blue	Kwyntin Kampa	
Karsen Olsen	80th	Blue		
Eric Hart	96th	Red		
Bennett Andersen	96th	Red		
Linden Anderson	107th	Red		
Cameron Maryott	118th	Red		
Ryan Tuttle	127th	Red		
Braxton Watson	138th	Red		
Katharine Tolle	168th	Red		
Kassi Simonsen	211th	White		
Garret Vavra	261st	White		
Weston Hardeman	292nd	White		

Also Participating:

Anthony Ashcraft  
 Miriel Brokaw  
 Josh Mendez  
 Eyan Tuttle  
 Alizabeth Whitley

738 Individuals/Top 320 Ribbons\*

30 Total Schools

**District Dairy Cattle Selection**

**September 25, 2024**

<b>Junior Individual</b>	<b>Placing</b>	<b>Ribbon</b>	<b>Junior Team</b>	<b>Placing</b>	<b>Ribbon</b>
Linden Anderson	6th	Purple	Linden Anderson	4th	Purple
Ryan Tuttle	20th	Purple	Ryan Tuttle		
Eric Hart	26th	Purple	Eric Hart		
Bennett Andersen	29th	Purple	Bennett Andersen		
Kwyntin Kampa	30th	Purple			
Noah Erickson	79th	Blue			
Hunter Jensen	91st	Blue			
Karsen Olsen	115th	Blue			
Weston Hardeman		Red			
Kenley Brink		Red			
Dylan Anderson		Red			
Jaylynn Simonsen		Red			

<b>Senior Individual</b>	<b>Placing</b>	<b>Ribbon</b>	<b>Senior Team</b>	<b>Placing</b>	<b>Ribbon</b>
Braxton Watson	12th	Purple	Braxton Watson	11th	Red
Garret Vavra	48th	Blue	Garret Vavra		
Eyan Tuttle	55th	Blue	Eyan Tuttle		
Alizabeth Whitley	67th	Blue	Alizabeth Whitley		

**State Land Evaluation**

**October 16, 2024**

Individual	Placing	Ribbon	Team	Placing
Alexander Timm	16th	Blue	Alexander Timm	8th
Kwyntin Kampa	38th	White	Kwyntin Kampa	
Gavin Hardeman	90th		Gavin Hardeman	
Eli Schlichting	97th		Eli Schlichting	

**National FFA Convention**

**October 23-26, 2024**

Miriell Brokaw  
 Braxton Watson  
 Katie Tolle  
 Alizabeth Whitley

**District Leadership Development Events**

**November 20, 2024**

**Parliamentary Procedure**

Alexander Timm Purple,  
 Alizabeth Whitley \*\*State Alternate  
 Bennett Andersen  
 Linden Anderson  
 Kwyntin Kampa  
 Cameron Maryott

**Extemporaneous Speaking**

Ryan Tuttle Blue  
 Kwyntin Kampa Blue  
 Eric Hart Red

**Public Speaking Junior Division**

Joshua Mendez Red

**Employment Skills**

Linden Anderson Purple, District Finalist  
 Eyan Tuttle Blue

**Natural Resources Speaking**

Alex Anderson Red

**Public Speaking Senior Division**

Miriell Brokaw Blue  
 Braxton Watson Red

**Agricultural Demonstration**

Avery Bacon Red  
 Aubrey Lauritsen  
 Samantha Roth

**Creed Speaking**

Kenley Brink Blue  
 Jaylynn Simonsen Red

Karsen Olsen Red  
 Kassi Simonsen  
 Ryan Tuttle

**Cooperative Speaking**

Aubrey Lauritsen Blue

**District Sweepstakes Trophy**

Lyons-Decatur Northeast Small Chapter Champions

**Holiday Sales**

**November 22, 2024**

**Top Sellers:**

Weston Hardeman	1st
Samantha Roth	2nd
Linden Anderson	3rd
Braxton Watson	4th
Jake Christiansen	5th

**District Livestock Evaluation**

**January 22, 2025**

<b>Junior Individual</b>	<b>Placing Ribbon</b>	<b>Junior Team</b>	<b>Placing Ribbon</b>
Cameron Maryott	<b>District Runner-Up</b>	Cameron Maryott	6th Blue
Karsen Olsen	30th Purple	Karsen Olsen	
Bennett Andersen	32nd Purple	Bennett Andersen	
Kassi Simonsen	50th Blue	Kassi Simonsen	
Eric Hart	61st Blue		
Linden Anderson	65th Blue		
Anthony Ashcraft	69th Blue		
Kwyntin Kampa	71st Blue		

<b>Senior Individual</b>	<b>Placing Ribbon</b>	<b>Senior Team</b>	<b>Placing Ribbon</b>
Aubrey Lauritsen	61st Blue	Aubrey Lauritsen	Red
Josh Mendez	67th Blue	Josh Mendez	
Miriell Brokaw	68th Blue	Miriell Brokaw	
Weston Hardeman	Red	Weston Hardeman	
Alex Anderson	Red		
Elizabeth Whitley	Red		
Avery Bacon	Red		

**District Proficiency Review**

**February 5, 2025**

**Agricultural Sales**

Weston Hardeman Silver

**Agricultural Research-Integrated**

Linden Anderson	Gold State (1st)
Eric Hart	Gold State
Anthony Ashcraft	Silver

**Beef Production-Entrepreneurship**

Aubrey Lauritsen	Gold State (1st)
Avery Bacon	Gold State

**Diversified Agriculture**

Bennett Andersen Silver

**Diversified Crop Placement**

Bennett Andersen Gold State

**Equine Science Placement**

Kassi Simonsen Gold State

**Outdoor Recreation**

Linden Anderson Gold State (1st)

**Specialty Animal Production**

Alexander Timm Gold State (1st)

**Swine Production-Entrepreneurship**

Linden Anderson	Gold State (1st)
Karsen Olsen	Gold State

**Swine Production-Placement**

Bennett Andersen Gold

**Turf Grass Management**

Kwyntin Kampa Gold State

**Vegetable Production**

Eli Schlichting Gold State

**Hospitality, Restaurant, and Tourism Management**

Cameron Maryott	Gold State
Josh Mendez	Silver

**Residential Construction**

Ryan Tuttle Gold State

**District Career Development Events****March 4, 2025**

<b>Farm Management</b>	<b>District Champions</b>	<b>SQ</b>	<b>Vet Science</b>	<b>14th</b>	<b>Red</b>
Alexander Timm	<b>District Champion</b>		Cameron Maryott	39th	Blue
Jake Christiansen	2nd	Purple	Aubrey Lauritsen	64th	Blue
Masen Olsen	19th	Purple	Alex Anderson		Red
Miriel Brokaw	21st	Purple	Miriel Brokaw		Red
			Jaylynn Simonsen		Red
<b>Meats ID&amp;Evaluatio</b>	<b>3rd</b>	<b>Purple</b>	<b>SQ</b>		
Cameron Maryott	9th	Purple	Kassi Simonsen		Red
Bennett Andersen	15th	Purple	Karsen Olsen		Red
Eric Hart	19th	Purple	Ayden Curry		Red
Linden Anderson	20th	Purple			
Kwyntin Kampa	25th	Purple	<b>Agronomy</b>	<b>11th</b>	<b>Red</b>
Weston Hardeman	27th	Purple	Bennett Andersen	44th	Blue
Kassi Simonsen	31st	Blue	Eli Schichting	62nd	Blue
Ryan Tuttle	34th	Blue	Aubrey Lauritsen	65th	Blue
Anthony Ashcraft	49th	Blue	Garret Vavra		Red
Karsen Olsen	60th	Blue			
Josh Medez	63rd	Blue			
<b>Floriculture</b>	<b>9th</b>	<b>Blue</b>	<b>Poultry Evaluation</b>	<b>15th</b>	<b>Red</b>
Cameron Maryott	33rd	Blue	Eyan Tuttle		Blue
Avery Bacon	66th	Blue	Jaylynn Simonsen		Red
Tavyanna Parker		Red	Kenley Brink		Red
Samantha Roth		Red	Braxton Watson		Red
Alex Anderson		Red			



**State FFA Convention**

**April 2-4, 2025**

**State Degree Recipients**

Miriell Brokaw, Jake Christiansen, Alexander Timm

**State Career Development Event Results**

<b>Farm Management</b>	<b>10th</b>	<b>Blue</b>	<b>Nursery and Landscape</b>		
Alexander Timm	7th	Purple	Eli Schlichting		
Jake Christiansen		Blue	Samantha Roth		
Masen Olsen			Katie Tolle		
Miriell Brokaw			Alizabath Whitley		
<b>Meats</b>	<b>10th</b>	<b>Blue</b>	<b>Agriscience</b>		
Eric Hart		Blue	Jaylynn Simonsen		
Linden Anderson		Blue	Hunter Jensen		
Bennett Andersen		Red	Kenley Brink		
Cameron Maryott		White	Ayden Curry		
<b>Natural Resources</b>		<b>White</b>	<b>Welding</b>		
Alexander Timm	7th	Purple	Bennett Andersen	TIG	
Aubrey Lauritsen			Gavin Hardeman	MIG	White
Miriell Brokaw			Jake Christiansen	OA	
Elijah Schlichting			Garret Vavra	Arc	

**State Proficiency Results**

Swine Production Entrepreneurship

Linden Anderson Gold, State Finalist, 2nd in the state

Agricultural Research, Integrated Systems

Linden Anderson Gold, State Finalist, 3rd in the state

Outdoor Recreation	Linden Anderson	Gold (4)
Specialty Animal Production	Alexander Timm	Gold (5)
Agricultural Research, Integrated Systems	Eric Hart	Silver
Beef Production Entrepreneurship	Aubrey Lauritsen	Silver
Beef Production Entrepreneurship	Avery Bacon	Silver
Hospitality, Restaurant, Tourism Management	Cameron Maryott	Silver
Diversified Crop Placement	Bennett Andersen	Bronze
Equine Science Placement	Kassi Simonsen	Bronze
Residential Construction	Ryan Tuttle	Bronze
Swine Production Entrepreneurship	Karsen Olsen	Bronze
Turf Grass Management	Kwyntin Kampa	Bronze
Vegetable Production	Eli Schlichting	Bronze

**State Agriscience Fair Results**

**Agriscience Fair: Environmental/Natural Resource Systems Division 4**

Hunter Jensen/Noah Erickson Bronze

**Agriscience Fair: Food Products and Processing Systems Division 4**

Kenley Brink/Jaylynn Simonsen State Finalist, 4th Place

**Agriscience Fair: Food Products and Processing Systems Division 4**

Ayden Curry/Dylan Anderson Bronze

**State FFA Talent Program**

Miriell Brokaw

**State FFA Honor Choir**

Miriell Brokaw, Kassi Simonsen

**Connecting Chapters Recognition**

Lyons-Decatur Northeast FFA Chapter

**Agricultural Issues Academy**

Eyan Tuttle, Elizabeth Whitley

**Hall of Chapters**

Braxton Watson, Anthony Ashcraft, Kwyntin Kampa, Ryan Tuttle



# Lyons-Decatur Northeast

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Science Department  
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Paul Timm ptimm@ldne.org



## 2024-2025 LDNE School Board Report

Lyons-Decatur STEM Research Program

Director: Paul Timm

38 Individual Student Projects Presented at 5 STEM Research Competitions\*

Student Honors Earned in Scholarships, Cash, and Trips: 2024-25....\$8,360 2009-25....\$48,710

### High School Students:

**Seniors:** Alexander Timm (4th year)

**Juniors:** Kaylin Miller (3rd year)

**Sophomores:** none

**Freshmen:** Kellyn Knaak (1st year), Kaylee-Renae Tomka (1st year)

**Notable Individual Accomplishments:** Details on back

### STEM Research Competitions Entered & Quarterly Field Experiences

**Young Nebraska Scientists Summer Internship Program/Nebraska EPSCoR** (Summer, 2024)

-Alexander worked paid internship with Dr. Markvicka at Smart Materials & Robotics Lab, UNL

**Henry Doorly Zoo** (Nov. 11)

-Zoo School Research Student Interactions, learned about Research Performed at Zoo

**American Junior Academies of Science Meeting, MIT Campus, Boston, MA** (Feb 16-20)

-Chance Mock inducted at AJAS Fellow at Harvard, housed at MIT, abstract published

**Heartland Junior Science and Humanities Competition, Iowa State** (Feb 24-25)

-Kaylin Miller formally invited to present in military science fair

**Lyons-Decatur Northeast Agriculture & STEM Research Showcase** (Mar 17)

-39 student research projects represented, 7-12th grades

**Wayne State College Science Fair** (Mar 28)

-38 LDNE students presented research; 7 high school, 31 junior high, 6 Qualified for State

**Greater Nebraska Science & Engineering Fair** (Mar 29-30)

-9 LDNE students presented research, 4 high school, 5 junior high

**State Nebraska Junior Academies of Science Research Fair** (April 24)

-All class sizes compete in one pool, 48 total senior division & 48 junior; LDNE did very well

### Future Goals & Plans of Program

- 1) Seniors will enter Regeneron Science Talent Search in November and Multiple Regional Junior Science & Humanities Symposium in January.
- 2) Obtain funding to build 10 Reusable Research Boards for increased visibility & competitiveness
- 3) Develop Advanced STEM Research Course for College Credit
- 4) Further develop mentorships between industry/academic research mentors and students
- 5) Increase number of students conducting summer-time research and mentored field studies

### Minutes Invested by Director Off-Contract Time

2023-24: 21,670 2024-25: 19,720

\*Number of STEM Competitions does not include 3 State Agriscience Projects/1 State Finalist



# Principal Report- May 2025 Board Meeting

## A. Calendar Events

Cougar Bank Super Saver Pizza Party	May 12th
Elementary Plant Sale Reward Day	May 13th
NSCAS Assessment Reward Day	May 14th
District Track	May 14th
Preschool Graduation	May 15th
6th Grade Promotion Ceremony	May 15th
Last day of school for elementary	May 15th
Semester Finals- Period 4-8	May 15th
Semester Finals- Periods 1-4	May 16h
Elementary Inservice/ Moving	May 16-20
District Golf @ Leigh	May 19
Last Day for Teachers	May 20th

## B. Graduation Status

- All Graduated

**C. PAWS Summer Program** - The PAWS Summer Program will run from June 2-June 13th.

## D. Inservice -

- May 16th - Elementary MTSS Meetings/ Review Data

## E. Elementary Activities -

- **Plant Sales-** Plant sales ended with a total profit of around \$7500.. To reward their work in meeting the sales goal of \$25,000. A shaved ice food truck will be here on May 13th to reward all PK-6 elementary students for their hard work. They will each be given one small shaved ice cup. to reward their work in meeting the sales goal of \$25,000.
- **NSCAS State Assessment Reward** - A goal was set for all students in 3-6 for the state assessments. The elementary met their goal and earned a half day off school. They will be dismissed at the end of the day on the 15th instead of coming in on the 16th with a noon dismissal.
- **Elementary Honor Band** - Elementary students participated in the Pender Honor Band held on Monday, May 5.
- **Elementary Field Day** - The elementary track and field day was a success. Students were allowed to participate in all events.

## **F. Secondary Activities:**

- Congratulations to LDNE's 6 students for their performances at Nebraska's State Science Fair. Caroline Timm & Kaylin Miller won both Junior & Senior Divisions.
- Seven girls took the opportunity to head to the University of Nebraska Omaha for their yearly Pre-Health Symposium.
- The music department had a terrific day at the District Music Contest!
  - 7-12 Band: Superior
  - 7-12 Choir: Excellent
  - Miriel Brokaw (soprano solo): Superior
  - Jackson Jensen (trumpet solo): Superior
  - Layla Fisher (flute solo): Superior
  - Jaylynn Simonsen (clarinet solo): Superior
  - Miranda Prieto-Garcia (clarinet solo): Excellent
  - Katie Tolle (clarinet solo): Good
  - Ayden Curry (tenor sax solo): Good
- Senior Garret Vavra and Junior Kaden Knaak qualified for the Norfolk Track Classic
- The Quiz Bowl team won two matches at the State Quiz bowl meet.
- East Husker Conference Art Show Award Winners:
  - High Distinction- Purple ribbon/1st place: Taitum Kramer, Catalina Estrada Lujan
  - Distinction- Blue ribbon/2nd place: Brogan Burback, JaeLeigh Miller, Morgan McCulloch, Kennedy Blevins
  - Honorable- Red ribbon/3rd place: Jalynn Redding
  - Honorable Mention- White ribbon/4th place: Taitum Kramer, Izzy Larson

## **Activities Reports Attached**

- **FFA**
- **STEM Research**



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## 2024-2025 LDNE School Board Report

Lyons-Decatur Quiz Bowl

Director: Paul Timm

Year: 2024-2025

Number Out: 15

Number out last year: 7

### Summary

The LDNE Quiz Bowl Team competed in our first competition in January against Newman Grove in the first round of the KTCH Radio Quiz Bowl Tournament. LDNE defeated Newman Grove 3 to 2, advancing to competition where we faced Lutheran High Northeast. Lutheran High defeated LDNE 3 to 2, eliminating us from the tournament.

The Quiz Bowl team was scheduled to compete at NECC Scholastic Day; however, this was cancelled due to inclement weather in March.

Our next competition was the ESU2 tournament on March 24th at the Nielsen Center in West Point. LDNE went undefeated, beating Ashland-Greenwood, Scribner-Snyder, Raymond Central, West-Point Beemer, and defeated Raymond Central once again in the Championship match. This qualified LDNE for State Quiz Bowl.

On March 31st LDNE traveled to Clarkson for the EHC tournament. In our first three matches of pool play, we went 2 wins and 1 loss, seeding us 6th within tournament play. We defeated Howells-Dodge, Clarkson, North Bend, and in the championship match beat Leigh, earning East Husker Conference Champions.

Northeast Community College held their quiz bowl tournament on April 9th. Thirty teams competed. LDNE won our first three matches, but were defeated by Leigh by one question, eliminating us from the single elimination tournament.

For the first time in my Quiz Bowl career, LDNE qualified for State Competition held in Hastings on April 30th. Each of the 16 ESUs from across Nebraska were able to send up to two teams. Twenty-Nine teams competed. LDNE won its first two matches against Nebraska City Lourdes Central Catholic and Heartland Community Schools. After lunch, LDNE lost to Central City by one question. In the consolation bracket we lost to Raymond Central.

We have several returning students next year and I'm very excited about the overall curious and excited culture in the school for quiz bowl.

**Class Breakdown:**

**Seniors**

Alexander Timm  
Regina Tomka

**Juniors**

Addy Salazar  
Isabelle Schrader  
Isabelle Larson  
Kaylin Miller

**Freshmen**

Kellyn Knaak  
Isabelle Christiansen  
Alexa Ashcraft  
Kaylee Tomka  
Carter Cooper  
Brogan Burbach  
Aiden Fisher  
Kingston Larsen  
Miranda Prieto-Garcia



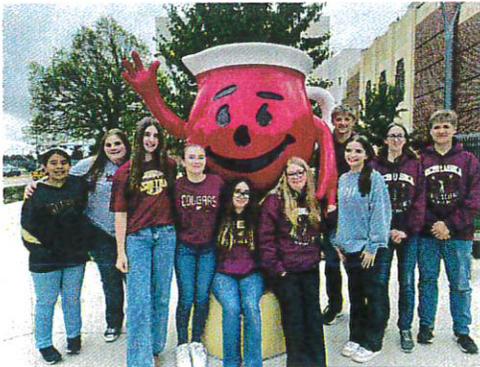
**East Husker Conference Tournament**



**ESU2 Quiz Bowl Tournament ---->**



**State Quiz Bowl in Hastings**



The Board of Education of the Lyons-Decatur School District No. 20 met in regular session on Monday, April 14, 2025, in the Media Center. Notice of the meeting was given in advance thereof by publishing notice in the Lyons Mirror-Sun, designated method for giving notice. Meeting notices were also posted at the Superintendent's office and on the school website. Notice of the meeting was given in advance to all members and agenda was communicated in the notice to the board of this meeting. All proceedings hereinafter were taken while the convened meeting was open to the attendance of the public. Present were Archer, Bacon, Brehmer, Christiansen, Miller, Myers, Petersen, Troutman, and Vlach. The open meeting laws are posted on the west wall of the Media Center.

Posted Locations: Lyons-Mirror Sun, lyonsdecaturschools.org, front door of the school

Posted Date: 4/10/25

President Lisa Christiansen opened the meeting at 7:30 p.m.

Superintendent Report: An update was provided on the current days and hours that have been completed for the 2024-25 school year. No days will be made up – we will dismiss students at noon on Friday, May 9<sup>th</sup> so we can host the JH EHC track meet. I attended multiple PD opportunities over the last month: GRIT, Phil Chalmers, and Budget/Finance. Mrs. Okereke was surprised with the Outstanding Teacher Award presented by UNL's Touchdown for Teachers Program. The 2025 diplomas and the teacher contracts for 2025-26 were signed. Teacher appreciation week is scheduled for May 5<sup>th</sup> – 9<sup>th</sup>. Leah, Jaime, Evan, Jim and Lisa plan to participate in the graduation ceremony on Sunday, May 11<sup>th</sup>. Oakland-Craig reached out about a HS football cooperative for the fall of 2025, but the NSAA does not allow mid-cycle cooperative agreements for football. If Oakland-Craig would like to have a conversation about the future, our cooperative board committee will meet with them.

Principal Report: Professional development the last month was spent on data, AI, Special Education/Autism, and UDL. Activities and events are happening throughout the district – please check the website and social media sites for the latest happenings.

It was moved by Chad Brehmer, seconded by Evan Myers, to approve the consent agenda. Roll Call. Archer: Aye, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 9, Nay: 0

It was moved by James Vlach, seconded by Chad Brehmer, to approve the program offerings for the 2025-2026 school year. Roll Call. Archer: Aye, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 9, Nay: 0

It was moved by Jaime Bacon, seconded by Leah Miller, to approve the classified staff package for 2025-2026. Roll Call. Archer: Aye, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 9, Nay: 0

It was moved by James Vlach, seconded by Corey Petersen, to accept the resignation of Mr. Bruce Knaak, with regrets, at the end of the 2024-25 school year. Roll Call. Archer: Aye, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 9, Nay: 0

It was moved by Evan Myers, seconded by Chad Brehmer, to approve the teaching contract for Mr. Seth Totten for the 2025-2026 school year. Roll Call. Archer: Aye, Bacon: Aye, Brehmer: Aye, Christiansen: Aye, Miller: Aye, Myers: Aye, Petersen: Aye, Troutman: Aye, Vlach: Aye  
Aye: 9, Nay: 0

The next regular board meeting is scheduled for Monday, May 12th at 7:30 p.m. in the media center.

Lisa Christiansen closed the meeting at 8:13 p.m.

I the undersigned, secretary of the School District of Lyons-Decatur Northeast, in the County of Burt, in the State of Nebraska, hereby certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for inspection at the office of the secretary, located in the main office of the school, Lyons Center, except those items of an emergency nature added at the meeting by motion and roll call vote, that such subjects were contained in said agenda for at least 24 hours prior to said meeting that said minutes of the Board of Education of the School District of Lyons-Decatur Northeast in the County of Burt, State of Nebraska were in written form and available for inspection by the public within 24 hours and prior to the next convened meeting of said body; that all news media requesting notification concerning meeting of said body were provided advance notification of the time and place of said meeting and subjects to be discussed at said meeting.

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Secretary, Board of Education

ATTEST:

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President, Board of Education

# Treasurer's Report

At the close of business April 30, 2025

Cash Balance on April 30, 2025 -5,897.24

## Receipts for April 2025

Burt County	\$ 152,375.92
Other County	\$ 23,587.53
Computers	\$ 200.00
PK Tuition	\$ 500.00
Insurance claim payment	\$ 8,982.75
State of NE SPED	\$ 106,783.00
ESU #2	\$ 1,117.53
Medicaid	\$ 484.71
State Aid	\$ 46,898.00
Interest	\$ 3.05

Total Receipts	\$ 340,932.49
Account Transfers	\$ 148,000.00
Disbursements	\$ 488,829.63

Cash Balance as of March 31, 2025 -5,794.38

Outstanding Checks/deposits \$ 6,918.57

Ending Bank Balance as of March 31, 2025 \$ 1,124.19

SAVINGS BALANCE      Beginning: 1,830,375.56      ENDING BALANCE \$1,685,914.89

Beth Doht

Treasurer

**COMBINED ACCOUNT BALANCES**  
**Depreciation, Employee Benefit Fund, Bond, Special Building, and Student Fee**  
**Fund**  
**As of April 30, 2025**

**DEPRECIATION FUND**

Balance \$122,457.50

**EMPLOYEE BENEFIT FUND**

Balance \$19,087.75

**BOND FUND**

Balance \$577,171.65

**SPECIAL BUILDING FUND**

Balance \$1,233,945.46

NE Liquid Assets Balance \$1,145,538.47

**STUDENT FEE FUND**

Balance 0

**TOTAL OF COMBINED ACCOUNTS \$3,098,200.83**

**GENERAL REIMBURSEMENT FUND**

Checking account \$6,113.43

**ACTIVITY FUND**

Balance \$124,217.38

**Treasurer's Report**  
**LUNCH FUND**  
**At the close of Business April 30, 2025**

Cash Balance March 31, 2025	\$56,647.58
Receipts for April 2025	\$25,403.56
Disbursements for April 2025	\$29,036.76
Cash Balance April 30, 2025	\$53,014.38
Outstanding Checks	\$ 0
Ending Bank Balance April 30, 2025	\$53,014.38
May 2025 Expenditures	\$ 17,362.10
May 2025 Payroll	\$ 9,169.91
Total	\$ 26,532.01

Check #	Vendor Name	Invoice	Description	Amount
Checking	1			
Checking	1 Fund: 01	GENERAL FUND		
28689	A/C DEPT BLUE CROSS BLUE SHIELD OF NE	20250501BCBS	BENEFITS	1,138.35
			Vendor Total:	1,138.35
28690	AMAZON CAPITAL SERVICES	1F3C-P19K-1XK4	CTE GRANT JS-PHOTO SUPPLIES	527.63
28690	AMAZON CAPITAL SERVICES	1W3R-NY3K-1MH3	CARDSTOCK	58.35
28690	AMAZON CAPITAL SERVICES	1WQC-931V-TXR3	TENSION ROD	18.88
28690	AMAZON CAPITAL SERVICES	1Y63-TQMN-VFDY	LIBRARY-TENSION ROD	28.87
			Vendor Total:	633.73
28691	APPEARA	1072760	SUPPLIES	257.60
28691	APPEARA	1076960	SUPPLIES	289.16
			Vendor Total:	546.76
28692	APPLE INC	MB65864544	IPADS	1,798.00
28692	APPLE INC	MB67638951	MAC MINI	1,329.00
			Vendor Total:	3,127.00
28693	BARBER, REBECCA	20250502	TRAVEL EXP	73.84
			Vendor Total:	73.84
28694	BEAUDETTE, LINDSEY	20250430BEAU	TRAVEL EXP/SUPPLIES	1,049.20
			Vendor Total:	1,049.20
28695	CANDLEWOOD SUITES KEARNEY	20250412FBLA	SPONSOR ROOM	249.90
			Vendor Total:	249.90
28696	CHRISTENSEN ELECTRIC LLC	6916	SINGLE POLE BREAKER	150.87
			Vendor Total:	150.87
28697	CITY OF LYONS	20250410CITY	UTILITIES	7,363.93
			Vendor Total:	7,363.93
28698	CLASSIC CLEAN CARWASH	20250430CLCL	VAN WASH	13.00
		EAN		
			Vendor Total:	13.00
28699	CLEARFLY	INV708990	PHONE SERVICE	133.58
			Vendor Total:	133.58
28700	CNA AUTO SERVICES	71633	DEF	110.40
28700	CNA AUTO SERVICES	71702	BUS 20 HEATER CONTROL	959.41
28700	CNA AUTO SERVICES	71703	INSPECTIONS	1,520.00
28700	CNA AUTO SERVICES	71724	SILVER VAN - DRIVERS ED BRAKE	145.35
28700	CNA AUTO SERVICES	71747	GRAY VAN SERVICE	113.43
28700	CNA AUTO SERVICES	71762	DEF	55.20
28700	CNA AUTO SERVICES	71771	OIL	24.32
28700	CNA AUTO SERVICES	71773	VAN 3 HEATER SWITCH	215.35
28700	CNA AUTO SERVICES	71774	VAN 5 SERVICE	164.95
			Vendor Total:	3,308.41
28701	DAKOTA POTTERS	20250410DAK	KILN INSPECTION	165.00
			Vendor Total:	165.00
28702	D MOSKI, SHANNON	20250430DMOS	TRAVEL EXP	117.60
		KI		
			Vendor Total:	117.60
28703	DOHT, ELIZABETH	20250506DOHT	TRAVEL EXP/SUPPLIES	279.35
			Vendor Total:	279.35
28704	FASTWYRE	1409788	PHONE SERVICE	41.43
			Vendor Total:	41.43
28705	FIRST NATIONAL BANK OF OMAHA	20250430VISA	GAS	116.05
			Vendor Total:	116.05
28706	FIRST NATIONAL BANK OMAHA	20250430FNBO	TRAVEL EXP-GOOGLE	472.10
		GF		

Check #	Vendor Name	Invoice	Description	Amount
			Vendor Total:	472.10
28707	GENERAL REIMBURSEMENT FUND	20250430GENR	TRAVEL EXP/LIFESKILLS	379.00
		EIMB		
			Vendor Total:	379.00
28708	HDSUPPLY FACILITIES MAINTENANCE, LTD	858634710	HAND SOAP	28.16
28708	HDSUPPLY FACILITIES MAINTENANCE, LTD	860028000	CLEANING SUPPLIES	28.89
28708	HDSUPPLY FACILITIES MAINTENANCE, LTD	860028018	GLASS CLEANER	25.22
			Vendor Total:	82.27
28709	HOMETOWN LEASING	20250501HTLE	COPIER LEASE	691.87
		ASE		
			Vendor Total:	691.87
28710	J W PEPPER & SONS, INC	267458560	MUSIC	19.24
28710	J W PEPPER & SONS, INC	367372191	MUSIC	59.49
28710	J W PEPPER & SONS, INC	367373906	MUSIC	26.99
28710	J W PEPPER & SONS, INC	367459358	MUSIC	67.99
28710	J W PEPPER & SONS, INC	367477961	SLC TRUMPET SOLO	12.98
			Vendor Total:	186.69
28711	JENSEN PLUMBING & HEATING	20250409JENS	REPAIR WATERLINE FB FIELD	561.96
			Vendor Total:	561.96
28712	KB'S MINI MART, INC.	20250430KBS	GAS/FUEL	3,819.47
			Vendor Total:	3,819.47
28713	KSB SCHOOL LAW	18793	LEGAL SERVICES	120.00
			Vendor Total:	120.00
28714	LORENSEN LUMBER & GRAIN	109222,226.	SUPPLIES	384.33
		228,232		
			Vendor Total:	384.33
28715	LYONS MIRROR SUN	286167	LEGALS	14.09
28715	LYONS MIRROR SUN	287581	LEGALS	84.99
28715	LYONS MIRROR SUN	288344	LEGAL NOTICES	14.09
			Vendor Total:	113.17
28716	MATHESON TRI-GAS, INC	52499002	SUPPLIES	685.45
			Vendor Total:	685.45
28717	MOSAIC OF FREMONT	APR-25	TRANSITION SERVICES	8,531.25
			Vendor Total:	8,531.25
28718	MY CENTRAL SUPPLY	5707	VACUUM REPAIR KIT	55.49
			Vendor Total:	55.49
28719	N C S A	20250505BEAU	MEMBERSHIP-L BEAUDETTE	435.00
28719	N C S A	85751	NASBO	180.00
			Vendor Total:	615.00
28720	OLSON PLUMBING & HEATING	8911	AO SMITH ELEMENT	42.00
			Vendor Total:	42.00
28721	OMNIFY BENEFITS	1229400	FSA FEE	40.00
			Vendor Total:	40.00
28722	ONE SOURCE	2022178323	BACKGROUND CHECK	37.00
			Vendor Total:	37.00
28723	PITNEY BOWES INC	20250501POST	POSTAGE	200.00
		AGE		
			Vendor Total:	200.00
28724	PLUNKETT'S PEST CONTROL	9138242	PEST CONTROL	60.04
			Vendor Total:	60.04
28725	PRIORITY COMMUNICATIONS & SOLUTIONS, INC	6810	CAMERA PROGRAMMING	746.00
			Vendor Total:	746.00
28726	QUILL CORPORATION	43637285	KLEENEX	58.99
28726	QUILL CORPORATION	43882720	LAMINATING FILM	185.99

Check #	Vendor Name	Invoice	Description	Amount
			Vendor Total:	244.98
28727	RAY'S MIDBELL MUSIC	10907867	BASS CLARINET REPAIR	229.39
28727	RAY'S MIDBELL MUSIC	10914629	EUPHONIUM SUPPLIES	25.99
			Vendor Total:	255.38
28728	SAVEMORE MARKET	20250501SAVE	SUPPLIES	151.88
			Vendor Total:	151.88
28729	SCHOOL NURSE SUPPLY	1050710-IN	ICE BAGS	128.00
			Vendor Total:	128.00
28730	SCHOOLSPLP, LLC	3027	USER LICENSES	405.00
			Vendor Total:	405.00
28731	SCOTT'S HARDWARE	286821	FENDER WASHER	9.99
			Vendor Total:	9.99
28732	STEINY'S GENERAL STORE	20250501STEI NY	SUPPLIES	220.39
			Vendor Total:	220.39
28733	STUDENT ASSURANCE SERVICES, INC	2025-26	COVERAGE	757.50
			Vendor Total:	757.50
28734	TIME MANAGEMENT SYSTEMS, INC	334787	APRIL OVERAGE	22.75
			Vendor Total:	22.75
28735	VERIZON WIRELESS	6111225981	JET PACKS	45.06
			Vendor Total:	45.06
28736	WESTSIDE COMMUNITY SCHOOLS	20250430WEST SIDE	HOMEBOUND SERVICES	1,395.00
			Vendor Total:	1,395.00
			Fund Total:	39,967.02
			Checking Account Total:	39,967.02

Checking	2	Fund: 08	SPECIAL BUILDING FUND		
1373	CLARK & ENERSEN	36	ARCHITECTURE SERVICES	1,855.00	
			Vendor Total:	1,855.00	
1374	PRIORITY COMMUNICATIONS & SOLUTIONS, INC	6373	ADD CAMERAS	2,150.00	
1374	PRIORITY COMMUNICATIONS & SOLUTIONS, INC	6800	NEW PHONE SWITCH	1,773.75	
			Vendor Total:	3,923.75	
			Fund Total:	5,778.75	
			Checking Account Total:	5,778.75	

Checking	6	Fund: 06	SCHOOL LUNCH FUND		
9807	CASH-WA DISTRIBUTING	14567579	food	461.38	
9807	CASH-WA DISTRIBUTING	1456789	food	217.06	
9807	CASH-WA DISTRIBUTING	14575509	food	88.10	
9807	CASH-WA DISTRIBUTING	14575523	food	739.39	
9807	CASH-WA DISTRIBUTING	14577300	food	411.46	
9807	CASH-WA DISTRIBUTING	14577631	food	139.80	
9807	CASH-WA DISTRIBUTING	14585406	food	1,327.63	
9807	CASH-WA DISTRIBUTING	14585708	food	88.02	
9807	CASH-WA DISTRIBUTING	14585872	food	35.09	
9807	CASH-WA DISTRIBUTING	14593022	food	143.34	
9807	CASH-WA DISTRIBUTING	14602140	food	270.44	
9807	CASH-WA DISTRIBUTING	14602141	food	129.62	
9807	CASH-WA DISTRIBUTING	CM3795736	food	(30.25)	
9807	CASH-WA DISTRIBUTING	CM3801574	food	(57.75)	
9807	CASH-WA DISTRIBUTING	S14578262	food	398.40	
9807	CASH-WA DISTRIBUTING	S14591230	food	219.65	
			Vendor Total:	4,581.38	
9808	HILAND DAIRY FOODS COMPANY LLC	0443389	food	483.19	

<u>Check #</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
9808	HILAND DAIRY FOODS COMPANY LLC	0443442	food	494.43	
9808	HILAND DAIRY FOODS COMPANY LLC	0443501	food	450.29	
9808	HILAND DAIRY FOODS COMPANY LLC	0443562	food	532.50	
9808	HILAND DAIRY FOODS COMPANY LLC	0443679	food	356.27	
9808	HILAND DAIRY FOODS COMPANY LLC	0443739	food	421.29	
9808	HILAND DAIRY FOODS COMPANY LLC	0443794	food	487.23	
				Vendor Total:	3,225.20
9809	NEBRASKA FOOD DIST. CENTER	04092025HLF	food	398.75	
				Vendor Total:	398.75
9810	SAVEMORE MARKET	05012025HLF	food	473.23	
				Vendor Total:	473.23
9811	SYSCO FOOD SERVICES	661211917	supplies	38.04	
9811	SYSCO FOOD SERVICES	661266845	food	2,842.12	
9811	SYSCO FOOD SERVICES	661279059	food	1,436.62	
9811	SYSCO FOOD SERVICES	661291051	food	2,009.00	
9811	SYSCO FOOD SERVICES	661303707	food	2,357.76	
				Vendor Total:	8,683.54
				Fund Total:	17,362.10
				Checking Account Total:	17,362.10

<u>Checking</u>	<u>7</u>	<u>Fund: 07</u>	<u>BOND FUND</u>	<u>Amount</u>	
5011 BOK FINANCIAL			20250615BOND BOND PAYMENT	530,928.13	
				Vendor Total:	530,928.13
				Fund Total:	530,928.13
				Checking Account Total:	530,928.13

Net Payroll	206,182.16
Employee Deductions	88,832.67
District SS/Medicare	22,144.58
District Health/Life/HSA	67,373.72
District Retirement	<u>27,259.64</u>
PAYROLL	\$ 411,792.77
ACCOUNTS PAYABLE	<u>\$ 32,967.02</u>
<b>TOTAL GENERAL FUND EXPENDITURES</b>	\$ 444,759.79
SPECIAL BUILDING EXPENDITURES	\$ 5,778.75
BOND FUND	\$ 530,928.13
LUNCH FUND	\$ 26,532.01

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Secretary, Board of Education

ATTEST:

---

President, Board of Education

## **Benefits**

*All classified staff will be eligible for the following benefits after a 60-day probationary period from the date of hire. Excluding the contribution to the Nebraska Public Retirement System.*

Classified employees are provided benefits according to board approval. Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

For the purpose of Benefits, employees will be classified as follows:

Class I - Business Manager

Class II - Head Maintenance

Class III – Head and Assistant Cook

Class IV - 52 week Employees

Class V - 44-48 week employees, 8 hrs/day

Class VI – 52 week Employees, working 30 hrs. per week

Class VII - 10 month employees (school year) working 7-8 hrs per day, 5 days/week.

Class VIII - less than 20 hours a week

A. Nebraska Public Employee Retirement System

Class I-VII. Employees who work at least 20 hours per week on a regular basis, must contribute to the School Employees Retirement Plan.

B. Health Insurance

a. Family Health Insurance with single dental will be offered to Class I Employees.

b. Single Health Insurance with single dental will be offered to Class III and IV employees with 9 years or less of consecutive service; Class V employees, working 40 hours per week.

c. Single Health Insurance with single dental will be offered to Class VI and VII employees at the cost of the employee.

C. Long Term Disability Insurance (LTD) will be offered to the Business Manager, Head Maintenance, and Head Cook.

D. Life insurance (\$20,000) will be offered to Class I-V employees.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give an employee the right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Bereavement Leave**

Full time employees working 37-40 hours per week will be paid up to three days bereavement leave for immediate family, as defined by FMLA laws. Leave must be approved by Administration or designee.

### **Holidays**

Holidays will be paid based on the average hours worked per day. Holidays are:

- Labor Day
- Thanksgiving
- Thanksgiving Friday
- Christmas Eve\*
- Christmas Day
- New Years Day
- Good Friday
- Easter Monday (if scheduled as a break)
- Memorial Day\*
- July 4th\*

\*For 52 week employees

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Time Clock**

The time clock is to be used by all classified employees, unless an employee

has exempt status. Employees will personally punch in at the beginning of their shift, punch in and out for unpaid meal breaks, and punch out at the end of their shift. Employees will not leave the building for personal business while punched in. Misuse of the time clock could result in disciplinary action.

## **Break Periods**

### Meal breaks

Employees are to take a minimum of thirty (30) minutes for an unpaid meal break. Breaks will be scheduled by the employee's supervisor. Employees are not allowed to work through their meal break to leave early or make up hours.

### Rest breaks

Employees may be given two (2) – fifteen (15) minute paid breaks throughout an 8 hour scheduled day. If employed less than 8 hours but more than 4 hours per day then one (1) – fifteen (15) minute paid break may be given during the workday. Breaks should not be taken immediately after arrival or before departure of an employee's scheduled work day.

## **Overtime**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime.

## **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions, if possible:

- a) **Secretaries/Clerical staff** should report to work.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

\*52 week employees must either report to work or use PTO.

**Lyons-Decatur Northeast  
Public School  
Staff Handbook**

**2024-25**



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## **INTRODUCTION**

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

## **Notice of Nondiscrimination**

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: Joni Hegge at 402-687-2363, [jhegge@ldne.org](mailto:jhegge@ldne.org), or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Brenda Totten at 402-687-2363, [btotten@ldne.org](mailto:btotten@ldne.org), 400 S. 5<sup>th</sup> Street, Lyons, NE 68038, or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.lyonsdecaturschools.org/documents>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Brenda Totten at 402-687-2363, [btotten@ldne.org](mailto:btotten@ldne.org), 400 S. 5<sup>th</sup> Street, Lyons, NE 6803, or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent, Lindsey Beaudette at 402-687-2363, [lbeaudette@ldne.org](mailto:lbeaudette@ldne.org), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

## **DRUG-FREE WORKPLACE REQUIREMENTS**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

### **Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order or administrative approval. Purchases made without permission are the personal obligation and responsibility of the purchaser.

The administration is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express administrative permission.

### **Activity Tickets**

All staff and their spouses will be admitted to home games and away conference games free of charge – not including the conference tournaments or district/state games. Conference passes will be issued to staff through the building offices.

### **Agents, Salesmen and Other Business Representatives**

Classroom teachers may not interrupt class work to confer with such representatives. Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

### **Announcements and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent. Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

### **Bell Schedule**

The regular, 10:00 a.m. late start, and 2:00 p.m. early dismissal schedules are located in the teacher information google folder.

### **Board Policies, Rules, and Directives**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are

available on the district's website and in the main administrative office. By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.

### **Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex

discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at

OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing

complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a) The appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
  - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;
  - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
  - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
  - e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
  - f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
  - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
  - h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or,

at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

- b) Determine whether the complainant has discussed the matter with the superintendent.
  - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
  - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Special Rules Regarding Educational Services and Related Services to Students with Disabilities.** Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access

to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of

future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

### **Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

### **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the

responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

### **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mrs. Joni Hegge at 402-687-2363, [jhegge@ldne.org](mailto:jhegge@ldne.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mrs. Brenda Totten at 402-687-2363, [btotten@ldne.org](mailto:btotten@ldne.org), 400 S. 5<sup>th</sup> Street, Lyons, NE 68038 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-687-2363, [lbeaudette@ldne.org](mailto:lbeaudette@ldne.org), or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

### **Dress Code**

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

### **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

### **Duty to Report**

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the Substitute for child abuse and/or neglect;
- Any complaint or other administrative filing against the Substitute that could impact any certificate or professional license held by the employee;

- Any action or threat of action by any entity against the Substitute's driver's license or ability or authority to operate a motor vehicle if the Substitute's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

### **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

### **Expenses**

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. . The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence.

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

### **Locker Room Supervision**

Staff members must review and comply with the board's policy regarding

locker room supervision.

### **Maintenance & Cleaning Request Forms**

Staff members should email maintenance and cleaning requests to the building principals.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

### **Milk Expression**

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

### **News and Press Releases**

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity

should submit typed press releases to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

### **Newsletters**

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

### **Obligations Related to American Civics Instruction**

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

### **Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

### **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

### **Professional Boundaries Between Staff and Students**

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting

themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

### **Professional Growth**

All employees must complete and illustrate professional growth and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

### **Purchasing**

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration.

Staff may be personally liable for any orders placed without such authorization. Charging at local vendors needs to be pre-approved.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

### **Records and Reports**

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

### **School Calendar**

The official school calendar is maintained in the office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

### **School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

### **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

### **Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

### **Smoking on School Premises or at School Activities**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

### **Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

### **Staff Room**

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

### **Student Interviews**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

### **Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

### **Threat Assessment and Response**

The board of education is committed to providing a safe environment for

members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

## 1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
  - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student’s educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## 2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### **3. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual

of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **4. Communication with the Public about Reported Threats**

To the extent possible, the superintendent will keep members of the school community informed about substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **5. Coordination with the Crisis Team After Resolution of Threat**

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

### **Ticket Taking**

All certified staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

### **Transportation Request Forms**

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

### **Visitors**

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

### **Wage and Salary Payments**

Staff members are paid on the 20<sup>th</sup> of each month. The district provides direct deposit of paychecks to designated financial institutions. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **403(b) Salary Reduction Agreements**

The District will cooperate with any teacher who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income

withholding.

### **Weather-Related Closings**

If school is called off because of bad weather or for any other reason, it will be announced via phone, text, email, Facebook, website, and local stations.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked excused absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day.

### **Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association.

### **Substitute Folders**

Each teacher must prepare a substitute folder. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.); and
- d.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

### **Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

### **Assignment Notebooks**

Assignment Notebooks function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

### **Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

### **Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. withholding form W-4, and
- c. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

### **Check-out Forms**

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas.

### **Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

## **Classroom Sanitation**

### **1. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

### **2. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

## **Coaching Supplies**

Coaching supplies will be distributed by the athletic director. Such items

include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

### **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to LDNE, unless otherwise instructed. Certified staff must submit a deposit slip when they turn funds into the office. When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

### **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Certified staff must contact the principal before displaying student work at an evening activity.

### **Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.

- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in the MTSS process pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.
- p) Ensure writing experiences are incorporated in all curricular areas K-12.

### **Extracurricular Activities**

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar. Staff should follow board policy for practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund-raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to

dismissal from class. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without permission of his or her parent or guardian.

## **Evacuations**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- b) Classroom teachers will take their fire drill packets and class roster with them when they leave their classrooms.
- c) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- d) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- e) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Maroon Card (all students accounted for)
  - 2) hold up a Gold Card (missing student (s) listed)
  - 3) hold up Both Cards (extra students listed)

Students will return in an orderly manner.

### **2. Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system or air horn alarm. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the shelter, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

### **3. Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

### **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained in the google drive.

### **Extended Duty Pay**

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 100% of schedule placement on a per diem basis for such teacher's extended time.

### **Faculty Meetings**

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

### **Field Trip Requests**

Certified staff who wish to take students off school property must request permission from administration. Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

### **Grading Policy**

A student is to be graded on academic performance. A student's grade is not to be reduced for discipline. Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card.

### **Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

### **Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

### **Homework Policy**

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

### **Instructional Materials**

Instructional materials are made available through the Education Service Unit. Films and other media can be used as instructional materials, but all media must be previewed for suitability by the classroom teacher before being shown to students.

### **Make Up Days**

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to

meet or exceed the 1,080 hour requirements for students.

### **Media Center**

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

### **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades.

### **Parent-Teacher Communication**

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of

the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

### **PowerSchool**

All teachers/classroom aides will be required to use PowerSchool. Attendance will be taken within the first five minutes of each period. Lunch count will also be taken with PowerSchool.

### **Private Tutoring**

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Projection Maps**

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
  - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and

- b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

### **Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **School Day**

All certified staff must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Scope/Sequence and Weekly Planning**

Teachers will be required to submit year-long pacing guides to the principal that will be used to ensure local and state adopted curriculum and standards are being taught. They will submit a weekly plan to the building principal that defines where they are starting each week in regards to the pacing guides. If they are more than 2 weeks off on their pacing guide, they will submit a plan on how they intend to catch up.

### **Sponsors**

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

### **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

### **Student Aides**

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised.

### **Student Medication**

Student medications should not be dispensed by staff members unless they are trained and authorized to do so.

### **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period.

### **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.

- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Absences from Work**

*All classified staff will be given 3 PTO days upon being hired. There will be a 60-day probationary period; after 60 days, the staff member will receive the remainder of the PTO leave days listed below, for the year. Staff will be eligible for bereavement and holiday pay during the probationary period.*

**Additional Compensation:** All classified staff will be given a \$.50/hr. raise during any month they have a 95% or higher attendance rate.

### **PTO Leave**

Classified employees will receive PTO Leave. PTO can be used at the employee's discretion (sick or personal) with administrative approval. PTO will be paid based on the employee's average hours worked per day and anticipated days worked per contract year. Absences will be paid in one hour increments, ½ hour increments for paraprofessionals.

PTO days that are consecutive may not exceed five (5) days without administrative approval. All PTO days must be used before any leave can be used from the employee's available sick leave.

PTO may not be used immediately preceding or following a regularly scheduled break without written approval from administration. The availability of substitutes can be an issue for administration. Therefore, PTO leaves may be limited by substitute availability.

PTO will be given as follows for Instructional/Library aides, custodial, kitchen and office staff:

Employees working 4-7 hrs per day: 6 PTO days per year

Employees working the school year, 7-8 hours per day: 12 PTO days per year

Employees working 52 weeks, 8 hours per day: 22 PTO days per year

Business Manager and Head Custodian receive 29 PTO days after 15 years of service. 52 week/8 hour employees receive 24 PTO days after 15 years of service.

PTO days that cannot be converted to sick days, due to the 45 day limit being met, will be paid out at \$40 per day for 7-8 hours employees, after the end of school year or August 31st, whichever is applicable.

### **Sick Leave**

Unused PTO leave is converted to sick leave, accumulated to no more than 45 days. PTO leave must be used up before using sick leave. During such paid leaves, classified employees shall continue to receive all wages/salary and fringe benefits when the leave is approved. Pay will be based on the number of average hours employed daily.

The leave provided by the District is to be used for the purpose intended. Classified staff may use sick leave for the following: Employee illness, or the employee's family members as designated by FMLA laws, or other family as approved by administration. Sick leave may not be used to extend a holiday or break without a doctor's note or on an approved leave. Sick leave over three(3) consecutive days, may require a doctor's note.

Absenteeism will affect evaluations and pay increases. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

For PTO and other leaves, a Request for Leave form is to be submitted online to the Principal or Superintendent at least five school days prior to the leave, or as much advance notice as is practicable under the circumstances.

In leaves of more than (10) consecutive calendar days, there will be no guarantee of reinstatement to present or equivalent position, if applicable, FMLA rules will apply (If the employee position is filled while on extended leave, the employee may apply for and will be considered for any vacant position in which they are qualified.)

Absences when all available leave is used up is not acceptable. Supervisor approval will be needed. A doctor's note may be requested at any time.

Upon retirement from the district, certified staff will be paid for their unused accumulated sick leave at \$40.00 per day.

## **Benefits**

*All classified staff will be eligible for the following benefits after a 60-day probationary period from the date of hire. Excluding the contribution to the Nebraska Public Retirement System.*

Classified employees are provided benefits according to board approval. Employees shall make annual fringe benefit elections by September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Each employee is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

For the purpose of Benefits, employees will be classified as follows:

Class I - Business Manager

Class II - Head Maintenance

Class III – Head and Assistant Cook

Class IV - 52 week Employees

Class V - 44-48 week employees, 8 hrs/day

Class VI – 52 week Employees, working 30 hrs. per week

Class VII - 10 month employees (school year) working 7-8 hrs per day, 5 days/week.

Class VIII - less than 20 hours a week

A. Nebraska Public Employee Retirement System

Class I-VII. Employees who work at least 20 hours per week on a regular basis, must contribute to the School Employees Retirement Plan.

B. Health Insurance

a. Family Health Insurance with single dental will be offered to Class I Employees.

b. Single Health Insurance with single dental will be offered to Class III and IV employees with 9 years or less of consecutive service; Class V employees, working 40 hours per week.

c. Single Health Insurance with single dental will be offered to Class VI and VII employees at the cost of the employee.

C. Long Term Disability Insurance (LTD) will be offered to the Business Manager, Head Maintenance, and Head Cook.

D. Life insurance (\$20,000) will be offered to Class I-V employees.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give an employee the right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

### **Bereavement Leave**

Full time employees working 37-40 hours per week will be paid up to three days bereavement leave for immediate family, as defined by FMLA laws. Leave must be approved by Administration or designee.

### **Holidays**

Holidays will be paid based on the average hours worked per day. Holidays are:

- Labor Day
- Thanksgiving
- Thanksgiving Friday
- Christmas Eve\*
- Christmas Day
- New Years Day
- Good Friday
- Easter Monday (if scheduled as a break)
- Memorial Day\*
- July 4th\*

\*For 52 week employees

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

## **Time Clock**

The time clock is to be used by all classified employees, unless an employee has exempt status. Employees will personally punch in at the beginning of their shift, punch in and out for unpaid meal breaks, and punch out at the end of their shift. Employees will not leave the building for personal business while punched in. Misuse of the time clock could result in disciplinary action.

## **Break Periods**

### Meal breaks

Employees are to take a minimum of thirty (30) minutes for an unpaid meal break. Breaks will be scheduled by the employee's supervisor. Employees are not allowed to work through their meal break to leave early or make up hours.

### Rest breaks

Employees may be given two (2) – fifteen (15) minute paid breaks throughout an 8 hour scheduled day. If employed less than 8 hours but more than 4 hours per day then one (1) – fifteen (15) minute paid break may be given during the workday. Breaks should not be taken immediately after arrival or before departure of an employee's scheduled work day.

## **Overtime**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime.

## **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions, if possible:

- a) **Secretaries/Clerical staff** should report to work.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

\*52 week employees must either report to work or use PTO.

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **Staff Expectations in Use of the Internet**

#### **A. Acceptable Use While on Duty or on School Property**

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

#### **B. Unacceptable Use While on Duty or on School Property**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

### **School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

### **Enforcement**

#### **Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

**Any violation of school policy and rules may result in that staff member facing:**

Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

**Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

## **Title IX**

**Nondiscrimination.** The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 400 S. 5<sup>th</sup> Street, Lyons, NE, btotten@ldne.org, 402-687-2363. The school district's nondiscrimination policy and grievance procedures are included this policy, or can be accessed at: <https://www.lyonsdecaturschools.org/>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

**Publication Notice.** The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: <https://meeting.sparqdata.com/Public/Organization/499>.

**Retaliation Prohibited.** Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

**Definitions.** As used in this policy, the following terms are defined as follows:

**Complainant** means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

**Complaint** means an oral or written request to the school district that

objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

**Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

**Respondent** means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

**Sex-based harassment** prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

**Quid pro quo harassment.** An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

**Hostile environment harassment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;

- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

**Sexual assault** meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

**Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

**Dating violence** meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

**Domestic violence** meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

**Stalking** meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

### **Response to Sex-based Harassment.**

**All Employees.** All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

**Title IX Coordinator.** The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;

- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

**Supportive Measures.** The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

**Requests to Modify Supportive Measures.** A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

**Students with Disabilities.** If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

**Emergency Removal.** The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

**Administrative Leave.** The school district is authorized to place an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance

procedures.

**Informal Resolution.** The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

**Grievance Procedures to Resolve Complaints of Sex Discrimination.** Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

**Complaint.** Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

**Complaint by Coordinator.** In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate a complaint of sex discrimination. The Title IX Coordinator must consider,

at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

**Consolidation of Complaints.** The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

**Basic Procedures.** This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;

- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

<b>Major Stage</b>	<b>Target Duration</b> (calendar days)
Completion of the school district’s decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

**Notice of Allegations.** Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

**Complaint Investigation.** The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;

- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;
- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

**Relevant and Permissible Evidence.** The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based

harassment or preclude a determination that sex-based harassment occurred.

**Determining Whether Sex Discrimination Occurred.** The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

**Dismissal of a Complaint.** A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school

district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

**Appeal.** The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

**Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

**Notice of Appeal Filed By Party.** The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination,

dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

**Appeals of Dismissals.** If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

**Appeal Decision.** The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

**Disciplinary Sanctions and Remedies.** If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

**Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

**Recordkeeping.** The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.

- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Lyons-Decatur Northeast School District Staff Handbook which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook, the parent-student handbook, the student activity handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Resolution Dissolving Cooperative Sponsorship Agreement for bowling and baseball.

Whereas, the school districts of Lyons-Decatur Northeast, Bancroft-Rosalie, and Pender Public Schools have a two year cooperative agreement for high school bowling and baseball.

Whereas, in order to withdraw from the cooperative due to a lack of participation.

Now, therefore, be it resolved by the school board of school district No. 11-0020, as follows:

1. That the cooperative agreement for high school bowling and baseball be dissolved for the 2025-2026 school year; and
2. That this resolution shall be effective only if a similar dissolution action is also taken by the governing body of Bancroft-Rosalie and Pender Public Schools.

The motion for adoption of the foregoing resolution was duly made by Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_ and upon being taken, the following voted in favor thereof: \_\_\_\_\_; and the following voted against the same: \_\_\_\_\_.

Whereupon said resolution was declared duly passed and adopted.

\_\_\_\_\_ President, Board of Education

\_\_\_\_\_ Superintendent